

OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
September 28, 2023

MISSISSIPPI SCHOOL OF THE ARTS

- O. Approval to proceed with a grant request to the Mississippi Department of Archives and History Community Heritage Project Grant

Scope of Project: The purpose of the grant would be to provide funding for the renovation and repairs of the Elizabeth Cottage, a building in the middle of the Mississippi School of the Arts (MSA) campus that is currently in danger of deterioration due to water damage.

Funding Source: Grant funds from MDAH and Excess funds from previous projects at the Department of Finance and Administration – Bureau of Buildings and Grounds. The estimated total cost of the project is \$728,640. Grant request is for \$364,000. A match is required for the proposal.

The matching funds have been allocated to the project. No funds from the MSA budget will be utilized for this project if funded by the grant. If the grant is not funded, the current fund balance at the Bureau will be utilized to do the work that is possible. There are additional funds at the Bureau from previous projects. Those funds will be utilized at the Bureau if the grant is not funded. Also, smaller repairs may have to be paid from the MSA budget in the future.

Recommendation: Approval

Back-up material attached

MDAH

MISSISSIPPI DEPARTMENT OF
ARCHIVES & HISTORY

Community Heritage Preservation Grant Program—Round 17

House Bill 603, *Laws of Mississippi*, 2023

Grant Application and Instructions

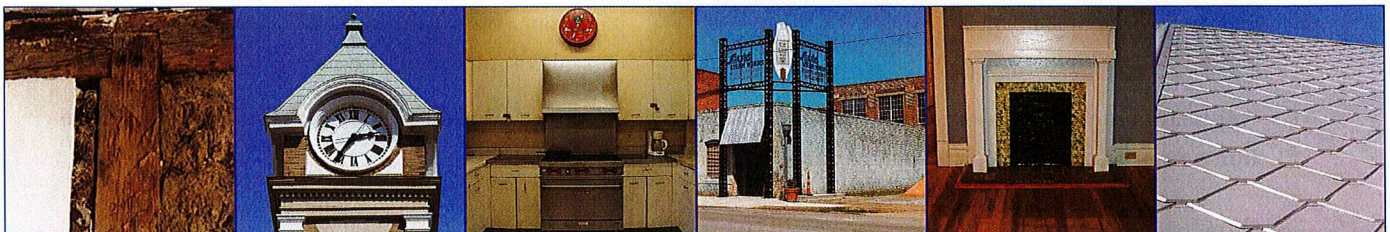
Historic Preservation Division
Mississippi Department of Archives and History
P. O. Box 571
Jackson, Mississippi 39205-0571
601-576-6940
www.mdah.ms.gov
chpg@mdah.ms.gov

HAOM

This page intentionally left blank

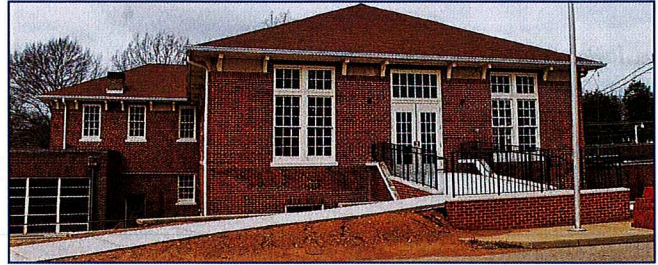
Table of Contents

General Information	2
Part I: Program Schedule	3
Part II: Requirements	4
Part III: Grant Selection Criteria	8
Part IV: Instructions for Applying for Funds	11
Part V: Forms	
Application	16
Application Checklist	18
Project Narrative	19
Project Budget Breakdown	21
Matching Share Form	23
Photo Log	24
Statement of Understanding	25
Title and Insurance Certification	27
Part VI: Appendices	
Appendix A – Glossary of Grant Descriptions	29
Appendix B – Secretary of the Interior’s <i>Standards of Rehabilitation</i>	30
Appendix C – Professional Qualifications: 36 CFR Part 61	31
Appendix D – Advice for Completing Community Heritage Grant Applications	32
Appendix E – Four Easy Ways to Help Your Proposal Score More Points	33



General Information

The Mississippi Legislature approved House Bill 603, *Laws of Mississippi, 2023*, continuing the Community Heritage Preservation Grant program for the seventeenth round since 2001. This program authorizes the Mississippi Department of Archives and History (MDAH) to make available grants for the preservation, restoration, rehabilitation, development, and interpretation of historic courthouses and school buildings.



In Certified Local Government (CLG) communities, those communities which have established a historic preservation commission and program certified by the National Park Service, grant funds may also be used for projects involving historic buildings other than courthouses or schools. These are the 56 CLGs in Mississippi:

Aberdeen, Baldwin, Bay St. Louis, Biloxi, Booneville, Brandon, Canton, Carthage, Carrollton, Claiborne County, Clarksdale, Cleveland, Clinton, Columbia, Columbus, Como, Corinth, Durant, Gautier, Greenville, Greenwood, Hattiesburg, Hazlehurst, Hernando, Holly Springs, Indianola, Jackson, Kosciusko, Laurel, Leland, Lexington, Louisville, McComb, Meridian, Mound Bayou, Mount Olive, Natchez, New Albany, Ocean Springs, Oxford, Pascagoula, Philadelphia, Port Gibson, Quitman, Raymond, Senatobia, Sharkey County, Starkville, Tunica, Tupelo, Vicksburg, Water Valley, West, West Point, Woodville, and Yazoo City.

Only historic courthouses and school buildings are eligible in all other communities.

To be eligible, a building must be designated a Mississippi Landmark under the provisions of the Antiquities Law of Mississippi **prior** to application. Applicants must provide evidence of cash matching funds (private, local, or federal) in an amount not less than 20% of the **total project**. After a grant has been awarded, owners must agree to a 25-year Preservation and Maintenance Covenant on the property.

Applications may be submitted by state agencies, counties or municipalities, school districts, or non-profit organizations which have 501(c)(3) tax-exempt status.



The availability of funds for reimbursable expenses is dependent upon the authorization and sale of legislatively approved general obligation bonds by the Mississippi State Bond Commission. Until the Commission authorizes and sells the bonds, reimbursement funds will not be available.

The Department of Finance and Administration will pay grants on a **reimbursable basis** upon the successful completion of the project.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Finance and Administration.

Part I: Program Schedule

Applications will be accepted **in person** until **5 p.m.** on **September 29, 2023**, at the Charlotte Capers Archives Building, located next to the Old Capitol Museum at 100 South State Street, Jackson, MS 39201.

Applications will also be accepted **by mail** until **5 p.m.** on **September 29, 2023**, at Historic Preservation Division, Department of Archives and History, P. O. Box 571, Jackson, MS 39205.

Late applications will be ineligible.



MDAH staff will evaluate all applications. Complete applications will then be presented to the Board of Trustees in **January 2024**. The Board will select projects that meet all criteria and are determined to be the highest priority, and will take into consideration the geographical distribution of grant awards. All applicants will be notified in writing of the Board's decision after the meeting. Telephone inquiries about the status of the selection process are discouraged. **Project work must not begin until a formal grant agreement has been executed between the**

applicant and MDAH.

All grant projects **MUST** follow prescribed benchmarks and **MUST** be completed by **December 1, 2026**. Failure to complete projects by this time could place the state in arbitrage, resulting in the IRS imposing serious penalties upon the state. **Funds not expended by this date will be canceled and reprogrammed.**

September 29, 2023	<u>APPLICATION DEADLINE</u> – MDAH must receive applications before 5 p.m. on this day whether they are delivered in person or mailed.
January 2024	<u>PROJECT SELECTION</u> – The MDAH Board of Trustees selects the projects to be funded. <u>AWARD NOTIFICATION</u> – Applicants are notified in writing of Board decisions.
February 23, 2024	<u>GRANT MEETING</u> – Grantees or project sponsors must attend a workshop where they will receive a manual detailing their rights and responsibilities. <u>MEMORANDUM OF AGREEMENT</u> – Grantees will receive a Memorandum of Agreement to sign and return before the execution of contracts. Grants are not officially accepted until the Memorandum has been returned.
December 1, 2026	<u>COMPLETION DEADLINE</u> – Projects must be completed before this date. Projects not completed by this date will be canceled.

Part II: Requirements

A. Eligibility

1. **Applicant eligibility:** Eligible applicants include (a) government entities, including counties and municipalities; (b) school districts; and (c) private, non-profit organizations with 501(c)(3) tax-exempt status, including historical societies, preservation organizations, and private schools. Individuals and private, for-profit entities are **not eligible**.
2. **Property eligibility:** Funds may be used for historic properties located in CLGs, historic county courthouses, and historic school buildings. **Properties must already be designated a Mississippi Landmark at the time of application.** Search the MDAH Historic Resources Inventory Database at <http://www.apps.mdah.ms.gov/Public/search.aspx> or contact the Technical Preservation Services section of the Historic Preservation Division at 601-576-6935 to find a property's Mississippi Landmark status.

3. **Eligibility of Proposed Work Items:** Community Heritage Preservation Grants may be used to preserve, restore, rehabilitate, repair, or interpret historic properties located in CLGs, historic county courthouses, and historic school buildings. All proposed work must conform to The Secretary of the Interior's *Standards of Rehabilitation* that are outlined in Appendix B, which are guidelines respecting historic fabric and the patina of age while returning the building or structure to a state of utility.



Grants **CANNOT** be used to reimburse expenses for work done before or after the grant period specified in the Memorandum of Agreement.

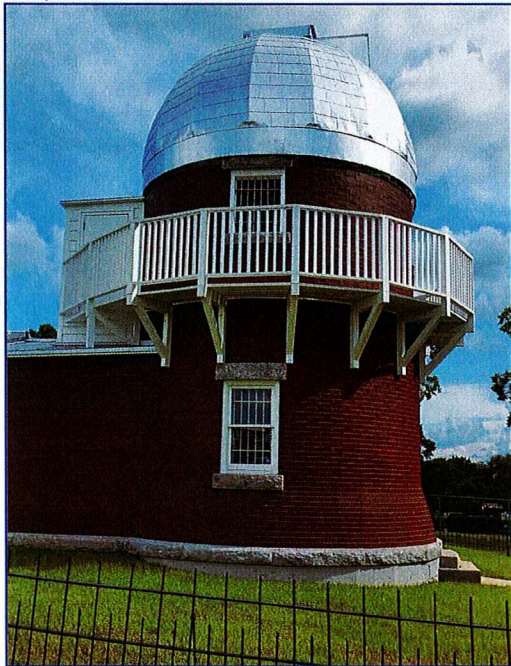
4. **Eligible items include, but are not limited to:**
 - ◇ Repair and/or replacement of roofing material
 - ◇ Repair and/or replication of original windows and doors
 - ◇ Repair and/or replication of original exterior siding material
 - ◇ Repair and/or replication of significant exterior architectural elements, such as missing or severely dilapidated columns, turrets, cupolas, domes, or clock towers
 - ◇ Removal of artificial siding (vinyl, metal, etc.)
 - ◇ Repair of foundation and masonry
 - ◇ Repair of structural elements, such as floor and ceiling joists, rafters, trusses, beams, or rotted floors
 - ◇ Repair of mechanical, plumbing, and electrical systems, if the existing systems jeopardize the historic property
 - ◇ Exterior cleaning

- ◇ Repair, restoration, or replication of missing or deteriorated interior features considered significant to the historic character of the property, such as decorative plaster work, faux finishes, carved/ decorative moldings and trim, wood paneling, mantels, staircases, flooring, and decorative wood work. The features must be documented through historic photographs, original architectural drawings, or architectural investigation.
- ◇ Development, design, fabrication, and installation of exhibits to interpret aspects of Mississippi's history. This work may include conservation of exhibit artifacts, research for the exhibit, etc.

5. Ineligible items include, but are not limited to:

- ◇ Reconstruction of an entire building, landscape, or archaeological site
- ◇ Mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license
- ◇ Projects whose entire scope of work consists of routine or annual maintenance
- ◇ Acquisition of historic properties, sites, or collections
- ◇ Landscaping that is part of non-historic site improvements, such as sidewalks or parking lots

B. Project Personnel



Grant projects must have a designated **Project Coordinator**. In addition, projects above \$75,000 require a licensed architect.

The **Project Coordinator** represents the grantee in project administration, ensures the progress and timely completion of all work, and submits quarterly reports and reimbursement requests to MDAH. The project coordinator is the contact person for all correspondence relating to the project. There are no academic or professional requirements. **Remuneration for this position is not reimbursable under the Community Heritage Preservation Grant program.**

The **Project Professional** supervises professional aspects of the grant project and ensures the quality of the final product and the performance of any required remedial work. **Grant funds cannot be expended for work that**

does not meet professional standards. The project professional must meet the requirements listed in 36 CFR 61 for the appropriate discipline and must demonstrate previous experience in a similar project (see Appendix C). Please note archaeological professionals must also meet standards identified in *Guidelines for Archaeological Reports in Mississippi*. These guidelines may be obtained from the Historic Preservation Division of MDAH.

One person may serve as both project coordinator and project professional if he or she is qualified. Grant applicants should contact the Historic Preservation Division if there are questions regarding these positions.

MDAH staff will work with grantees to select project professionals. MDAH reserves the right to reject consultants and contractors who have failed to perform adequately on past preservation projects (whether the project was funded by MDAH or reviewed in the course of administering other state and federal preservation programs).

Applicants must make no commitments to project professionals without securing MDAH approval. Information on contracting with consultants will be supplied to grantees.

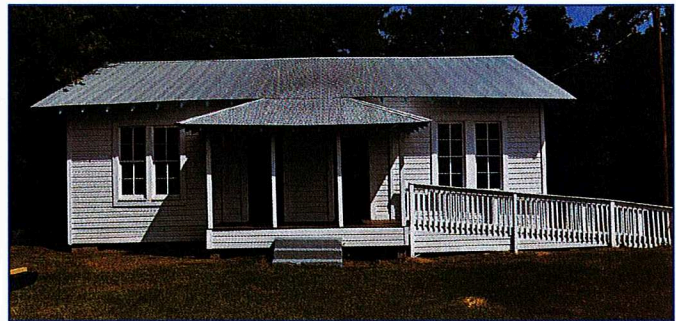
C. Long-Term Maintenance Plan

Grant applicants must include a comprehensive and well-defined plan for routine maintenance and long-term preservation with the grant application in order to be considered.

D. Funding Levels

In some cases, MDAH may offer a smaller grant amount than requested. Applicants must decide whether or not to modify the proposed scope of work and accept the grant. If the applicant declines, the Board of Trustees will redistribute the money.

MDAH also reserves the right to reject applications that do not include an adequate project description or that have budgets not commensurate with the scope of work.



E. Matching Share

All funds distributed through the Community Heritage Preservation Grant program are awarded in the form of matching grants, which require the grantees or sponsoring organizations to supply a cash match no less than 20% of the total project. **Please make sure to calculate the percentage from the total amount of the project and not from the amount requested.**

Example of 20% Matching Share:

Request: \$80,000 + Match: \$20,000 = Total Project: \$100,000 (20% Match)

Example of <20% Matching Share:

Request: \$100,000 + Match: \$20,000 = Total Project: \$120,000 (17% Match)

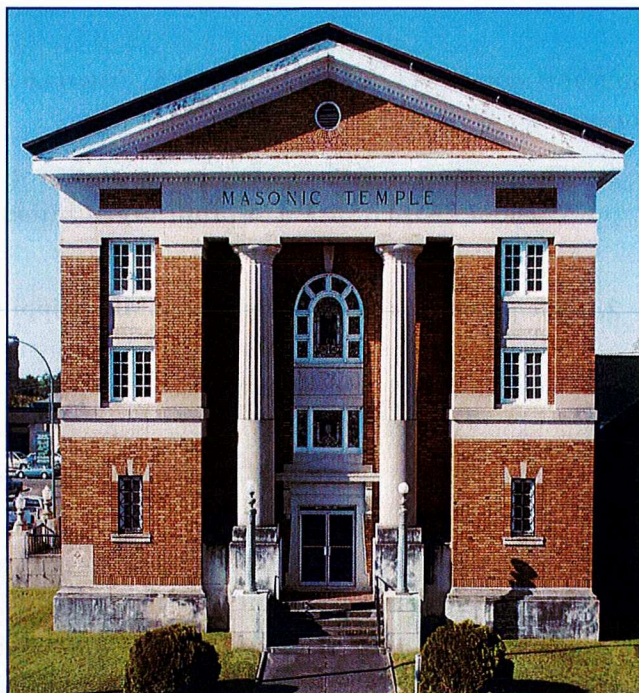
Projects with a cash match that is larger than 20% will score higher; however, any amount offered as a match must be guaranteed. **There will be no amendments to lower the match percentage amount.**

The match can come from private donations, local or federal funds, or a combination, and must be in hand at the time of the application. Applicants must provide evidence that the match is being used solely for the Community Heritage Preservation Grant.

F. Reimbursement Requests

Community Heritage Preservation Grants are reimbursable grants. The grantee may receive money from the Department of Finance and Administration only after providing MDAH with appropriate documentation showing that project costs have been incurred and local matching funds have been expended.

Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement from the Department of Finance and Administration. Specific instructions on filing reimbursements will be supplied to grantees.



G. Required Workshop for Grant Recipients

After grants have been awarded, successful grant applicants must attend a grant administration workshop at a time to be announced by MDAH. Participation is mandatory for the grantee or the project manager.

Failure to participate in the grant administration workshop will result in the loss of the grant award.

H. Preservation and Maintenance Covenant

Upon award of the grant, recipients agree to submit a signed and notarized covenant agreeing to continued preservation and maintenance of the building for a period of twenty-five years from the grant award date.

If the building is abandoned or not well maintained prior to the expiration of the twenty-five year period, MDAH may take steps to recover the grant award in part or in full. The grantee will record the covenant in the county land records of awarded property and send MDAH a notarized copy of the recorded covenant. The grantee will be responsible for any recordation fee.



Part III: Grant Selection Criteria

Applicants must meet criteria 1 through 5. Criteria 6 through 15 will be used to rate and rank each project.

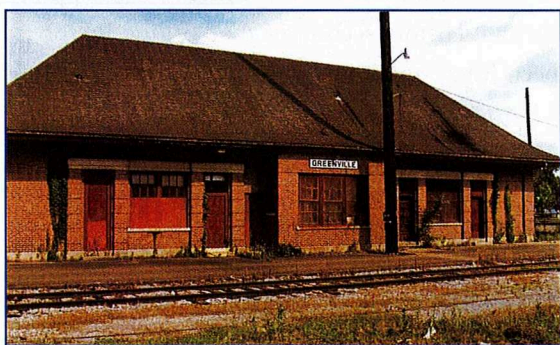
1. **The property must be owned by the state, a county government, a municipal government, a school district, or a non-profit organization.** Non-profit organizations must provide proof of their 501(c)(3) status.
2. **The property must be designated a Mississippi Landmark, pursuant to the Antiquities Law of Mississippi, Miss. Code Ann. § 39-7-3 , at the time of application.** Mississippi Landmark designation is the highest form of recognition given to historic properties by the State of Mississippi. If you do not know whether a property is a Mississippi Landmark, search the MDAH Historic Resources Inventory Database at <http://www.apps.mdah.ms.gov/Public/search.aspx> or contact the Technical Preservation Services section of the Historic Preservation Division at 601-576-6951.
3. **Applicants must match the grant with cash equal to at least 20% of the total project.** Projects with a cash match larger than 20% will score higher; however, any amount offered as a match must be in hand or guaranteed. There will be no amendments to lower the match percentage amount.
4. **Applications must demonstrate that the organization has clearly defined obtainable goals, reasonable expectations of the work involved, and detailed budget estimates.** The work plan should be outlined in the grant application with the budget broken down into specific categories, such as masonry restoration, plaster repair, roof replacement, etc.
5. **Applicants must provide assurance of a project's completion and a property's continued administration, operation, and maintenance.** Property owners should have a well-defined plan for routine maintenance and long-term preservation. Applicants who do not provide a defined purpose for the property will not be considered.



Priority Will Be Given to the Following:

6. **Endangered properties:** Consideration will be given to buildings that would be abandoned or demolished without grant funding. Consideration will also be given to those properties listed as one of Mississippi's *Ten Most Endangered Historic Properties* by the Mississippi Heritage Trust.

7. **Projects that produce a high level of public benefit:** This can mean the historic property is regularly accessible to the public, has educational value, has potential for heritage tourism, and/or is an important community symbol or landmark. If the property has been identified in any local or state economic development plan, please provide documentation.
8. **Projects that best follow the *Standards*:** A project must contribute to preserving the features of the building that make it eligible for Mississippi Landmark designation. All projects must meet The Secretary of the Interior's *Standards of Rehabilitation* (see Appendix B).
9. **Need:** Grants may be awarded for three categories of preservation: stabilization and immediate need, necessary repairs, or enhancement. The first category is generally given higher priority. Projects in the other two should preserve critical historic features or encourage a building's use and preservation.



◇ **Stabilization and Immediate Need.**

This involves work on a failed structural component, like a frame, foundation, or roof. Work may address widespread deterioration or damage, such as a brick building that requires extensive mortar repointing, or may rectify serious ongoing problems to significant features, such as structural repair to a leaning tower, relaying a slate roof, or repair-

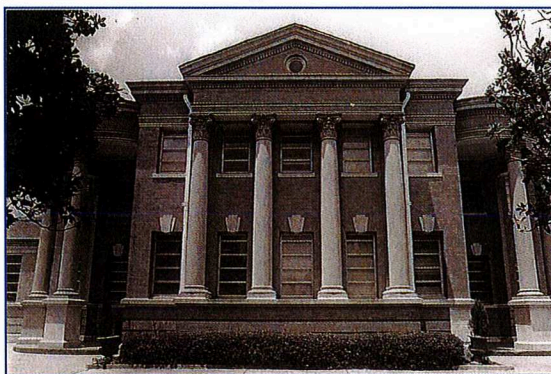
ing sills. Immediate need indicates that without repair, deterioration or loss will happen quickly.

- ◇ **Necessary Repairs, Corrective Measures, and Preventive Maintenance.** This covers restoration or repair to damaged or worn parts of a building before deterioration becomes so advanced the feature must be replaced entirely. This might include a single building component or many smaller items that together make up a significant project. It can include corrective measures, such as drainage, roof, siding, or porch repair.

Projects that are primarily routine maintenance (e.g. cleaning, painting) **will not** be given high priority. If a request is for painting, applicants must explain any need for associated preparatory work in the application. For example, necessary repair to wood damage caused by paint failure.

- ◇ **Enhancement.** This consists of work not vital to a building's physical survival, but instead preserves, restores, and enhances items critical to its architectural and/or historical significance, such as replicating missing decorative features. **The replacement of missing elements must be supported by documentation, including photos, original architectural drawings, or on-site physical evidence that prove they existed.**

Generally, funds are not granted to projects intended to replace later historic features with earlier ones, even if they are documented. Later changes are evidence of the history and development of a building, structure, or site,



10. **Projects that promote the best long-term use of the property:** The preservation of a property is ensured if its use does not require substantial change to its architectural design or historic character. Applicants who do not define a purpose for the property will not be considered.
11. **Projects with the highest level of significance:** The levels in descending order are:
 - ◇ National Historic Landmark
 - ◇ National Register of Historic Places listing or eligibility at national significance
 - ◇ National Register of Historic Places listing or eligibility at statewide significance
 - ◇ National Register of Historic Places listing or eligibility at local significance

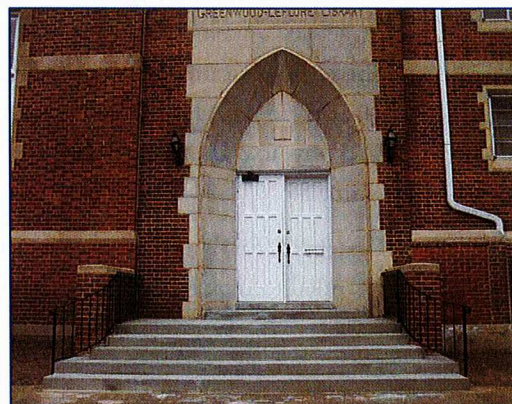
To check if a property is a National Historic Landmark or listed on the National Register of Historic Places, search the MDAH Historic Resources Inventory Database at <http://www.apps.mdah.ms.gov/Public/search.aspx> or contact the Architectural History section of the Historic Preservation Division at 601-576-6951. If a property has not been listed, applicants must document the significance of the property in the application.

12. **Projects that involve the installation of protective features when the absence of such features constitutes a serious threat to the historic structure.** This can include the installation of burglary and fire-detection/suppression systems.
13. **Geographic distribution and cultural diversity:** To preserve the entire range of Mississippi's heritage, the Board of Trustees will consider geographic distribution and cultural diversity. Geographic distribution will be a factor in instances where applications compete equally in the first eleven criteria.
14. **Projects that will be completed:** In order to ensure that a historic resource will be returned to service, priority will be given to projects that will finalize the preservation, rehabilitation, or restoration of the resource during this grant period.

Important Additional Guidance

Repair is preferable to replacement. If replacement occurs, it is almost always best to use traditional historic materials. Only in extreme circumstances will projects that include replacement elements consisting of non-historic materials be considered.

Temporary repairs will be funded only under extraordinary circumstances. Applicants who propose temporary repairs must include a written outline that describes how and when the permanent repairs will be undertaken.



Part IV: Instructions for Applying for Funds

Applicants should read the entire manual before completing the application. All the forms needed to apply for funds are included. Do not put pages in transparent slips.

Submit one (1) original application in a three-ring binder and seven (7) stapled or clipped copies in the following order:

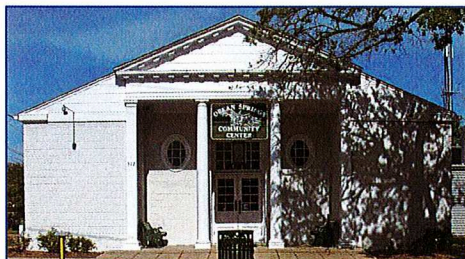
- ◇ Application
- ◇ Application checklist
- ◇ Project narrative
- ◇ Project budget
- ◇ Color digital images in jpeg format and a set of labeled prints that are no less than 4"x 6" keyed to a floor plan and photo log
- ◇ Resumes of project coordinator and/or project professional
- ◇ Long-term maintenance plan
- ◇ Matching share form and letters of commitment
- ◇ Supporting documentation
 - ◆ Board minutes supporting the application if the applicant is a public entity
 - ◆ 501(c)(3) charter if the applicant is a non-profit organization
 - ◆ Applicant's IRS form W-9
- ◇ Signed letters of support
- ◇ Signed statement of understanding
- ◇ Signed title and insurance certification

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM—ROUND 17

The following information is intended to clarify specific sections in the application.

A. Application

1. **Property Name:** The property name should be the historic name of the property. For instance, “Yoknapatawpha County Courthouse Restoration.”
2. **Project Location:** The physical address of the property including city, county, and zip code. If the application is for a rural property include a location description.
3. **Project Description:** A description of the proposed project in one sentence. This information will be presented to the Board of Trustees, so be sure to write a clear, concise, and complete descriptive sentence. Allowable project work can be found in Section II, Part A.
4. **Year Building Constructed:** The date of when the building was first constructed, as well as the dates of any significant changes or additions.
5. **Project Budget:** The amount of grant funds requested, the matching share, and the total project cost. These figures must equal the figures in the project budget section and matching share forms.
6. **Project Applicant:** Applicants must have legal authority to apply; be a government agency, school district, or 501(c)(3) non-profit; and accept legal and financial responsibility for the project. Properties must be publicly owned or owned by the non-profit submitting the application.
7. **Project Coordinator:** The person designated by the project applicant to administer the project. This person will be the primary contact for MDAH.
8. **Property Owner:** The building must be owned by the state, city, or county government; school district; or non-profit organization.
9. **Tax Identification Number:** Required under state auditing and income tax regulations. Must include W-9.
10. **Project Professional:** The person who ensures the final product meets all applicable federal and state regulations (See Part II, Section B). Please submit a current resume. If the project professional is to be hired after funding is determined, write “To Be Selected” in this space.
11. **Name of State Legislators for Project District:** Include only the senator and representative corresponding to the district in which the property is located. Do not include more than one each.
12. **Mississippi Landmark Status:** A property must be designated a Mississippi Landmark before



application. The requested information can be found in the MDAH Historic Resources Inventory Database at <http://www.apps.mdah.ms.gov/Public/search.aspx> or the local Chancery Clerk's office. Contact the Technical Preservation Services section of the Historic Preservation Division at 601-576-6935 with any questions regarding Mississippi Landmarks.

B. Application Checklist

Refer to the checklist on page 18 for instructions on how to assemble the application and the number of required copies. Check off each item and submit the checklist with the paperwork. Points will be taken from the final score of applications that do not follow the correct order.

C. Project Narrative

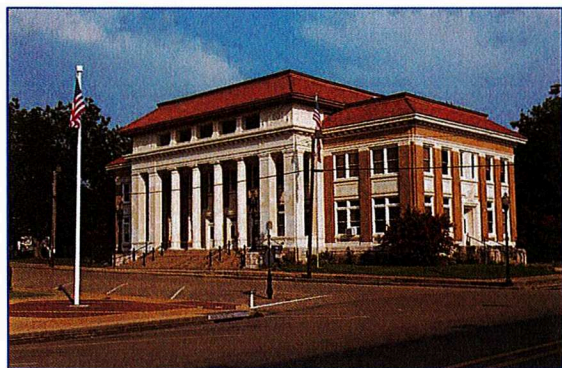
The narrative should be short, clear, and concise. It should include adequate detail to define the proposed scope of work. Please submit a narrative statement that:

1. Provides a description of the significance of the property and a brief historical overview.
2. Provides a detailed description of the project, including reasons for undertaking it, specific goals, and work to be accomplished. For building preservation projects, include the current building condition, specific problems to be addressed, and proposed repairs. For development and interpretation projects, include any preplanning, planning/design, or research to be done.
3. States the project goals and how they will be achieved, and explains how the project would benefit the state and/or local community. Properties without a defined purpose will not be considered.

D. Project Budget

1. **Proposed Work Plan:** Provide a complete and thorough budget breakdown. Itemize costs according to work elements, such as windows, doors, roof, exhibit cases, research, etc. Be sure to account for the total cost of the proposed project, not just the state share.
2. **Total Project Costs:** Indicate the total cost of the work described in the breakdown. The matching share must be at least 20% of the **total project**.
3. **Estimates:** Indicate how project estimates were determined (estimates from contractors, architects, exhibit designers, etc).
4. **Partial Funding:** Explain how partial funding would allow for a successful project. Prioritize and explain which components are critical in order to proceed. Indicate how work could be phased and the sequence of completion. Applicants who do not include options may not receive funding.

E. Photographs & Digital Images



Submit 5–15 original images to convey the property's significance and condition. Photographs must be labeled and keyed to a floor plan and the included photo log of the rehabilitation project. The position of the photographer, the direction toward which the picture was taken, and the photo number must be labeled on the drawing. **The digital images must be high-resolution and in jpeg format.** Include at least one clear, quality photo of the building's front façade along with photos of the areas where grant-assisted work is needed. For example, detailed shots showing window deterioration or damage.

Also submit one set of prints, 4"x6" minimum, with the original application and one set of copies, 4"x6" minimum, on paper per additional application. The images will be used to present grant proposals to the Board of Trustees.

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM—ROUND 17

F. Resumes

Please submit a copy of the resume of the person who will act as project coordinator with the application. If the grant project will include a project professional who is already a member of the project applicant's staff, please include a copy of this person's resume as well.

G. Long-Term Maintenance Plan

Grant applicants must include a comprehensive and well-defined plan for routine maintenance and long-term preservation with the grant application in order to be considered.

H. Matching Share

Applicants must have a cash match not less than 20% of the **total project** in-hand or guaranteed at the time of application. If any part is provided by entities other than the applicant, attach letters showing firm and binding commitments for promised donations. The certification of matching share must be signed by a person legally authorized to commit the funds. In-kind matches are not eligible.

Example of 20% Matching Share:

Request: \$80,000 + Match: \$20,000 = Total Project: \$100,000 (20% Match)

Example of <20% Matching Share:

Request: \$100,000 + Match: \$20,000 = Total Project: \$120,000 (17% Match)

I. Supporting Information

Public entities must attach minutes or a resolution showing the governing body supports the project and application, and is familiar with the Statement of Understanding. Non-profit organizations must include a copy of the charter showing the years an organization has been incorporated as a non-profit.

J. Letters of Support

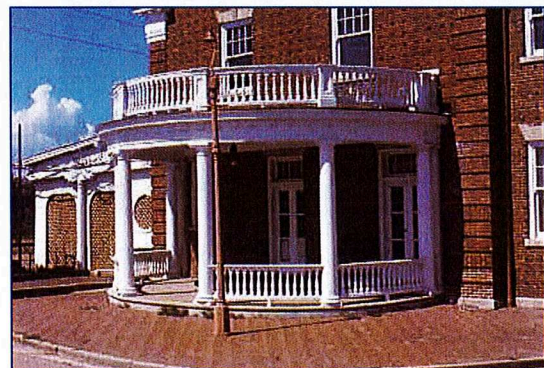
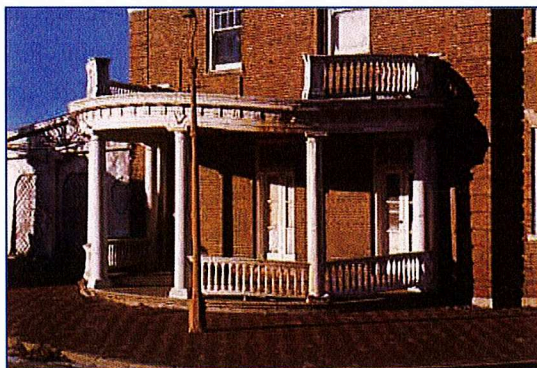
At least three (3) letters of support from the community must be submitted with the application. They may come from elected officials, historical societies, community groups, business people, or other interested parties in order to demonstrate broad-based support for the proposed project. **Letters of support must demonstrate that they concern the current grant proposal.**

K. Statement of Understanding

Applicants must indicate that they have read, understood, and agreed to the conditions of this application as well as any grant received from MDAH.

L. Title and Insurance

Applicants must provide proof of title and adequate insurance to protect the state's investment.



MDAH

MISSISSIPPI DEPARTMENT OF
ARCHIVES & HISTORY

Part V: Forms

APPLICATION

Please read the full application before completing. Inaccurate or incomplete applications will not be considered.

1. Property Name:
Elizabeth Cottage - Mississippi School of the Arts

2. Project Address (or location description if in rural area):
308 West Cherokee Street, Brookhaven, MS 39601

3. Project Description (in one sentence):
The preservation and stabilization of Elizabeth Cottage on the Mississippi School of the Arts campus
will include stabilization of structural components (gutters, windows, doors, facade) and restoration of exterior
architectural features to the original historic design.

4. Year Building Constructed: 1913
 Changes/Additions Dates: 1950, 2011, 2015

5. Project Budget:
 Total State Grant Funds Requested: \$ 364,000.00
 Matching Funds Provided By Applicant: \$ 364,460.00
 Total Project Cost: \$ 728,460.00

6. Project Applicant (will be the signatory):
Dr. Suzanne Hirsch

<small>Title (Dr., Mr., Mrs., Ms.)</small>	<small>Contact Name</small>
<u>Mississippi School of the Arts</u>	<u>Executive Director</u>
<small>Organization</small>	<small>Title in Organization</small>
<u>308 West Cherokee Street</u>	
<small>Address</small>	
<u>Brookhaven</u>	<u>MS</u>
<small>City</small>	<small>State</small>
<u>601-823-1300</u>	<u>suzanne.hirsch@msabrookhaven.org</u>
<small>Phone</small>	<small>E-mail</small>

Project Applicant Description:

- ☐ State Government
☐ County Government
☐ Municipal Government
☒ School District
☐ Nonprofit Corporation – Attach the Mississippi Secretary of State of State charter of incorporation and IRS 501(c)(3) tax exempt letter as well as financial statements for the past 3 years.

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM—ROUND 17

7. Project Coordinator:

Mrs. Cristi Wolfe

Title (Dr., Mr., Mrs., Ms.)

Contact Name

Mississippi School of the Arts**Historic Preservation Specialist**

Organization

Title in Organization

308 W. Cherokee Street

Address

Brookhaven**MS****39601**

City

State

Zip Code

6018231300**cristi.wolfe@msabrookhaven.org**

Phone

E-mail

8. Property Owner:

Dr. Suzanne Hirsch

Title (Dr., Mr., Mrs., Ms.)

Contact Name

Mississippi School of the Arts**Executive Director**

Organization

Title in Organization

308 West Cherokee Street

Address

Brookhaven**MS****39601**

City

State

Zip Code

6018231300**suzanne.hirsch@msabrookhaven.org**

Phone

E-mail

9. Tax Identification Number (attach W-9):
- 84-3876969**

10. Application/Grant Written By:
- Suzanne Hirsch**
- Mississippi School of the Arts**

Contact Name

Organization

11. Project Professional:

Mr. Nathan Boggan

Title (Dr., Mr., Mrs., Ms.)

Contact Name

Boggan & Vaughan Architects, PLLC

Organization

Title in Organization

2905 North State Street, Suite 301 A

Address

Jackson**MS****39216**

City

State

Zip Code

6019183795**nboggan@bogganvaughan.com**

Phone

E-mail

12. Name of State Legislator of Project District:

Becky Currie

House

Jason Barrett

Senate

- 13.. Mississippi Landmark Designation: Properties must be designated by the MDAH Board of Trustees under provisions of the State Antiquities Act to be eligible for Community Heritage Preservation Grants. This information can be found in the Chancery Clerk's office at the local courthouse or contact MDAH.

Lincoln**February 11, 1991****Box 866, Page 753**

County

Date Recorded

Book/Page

APPLICATION CHECKLIST

One original application and seven (7) copies (must be in this order for consideration):

- ___ Application
- ___ Application checklist
- ___ Project narrative
- ___ Project budget
- ___ Color digital images in jpeg format a set of prints with a keyed plan and photo log
- ___ Resumes of project coordinator and/or project professional
- ___ Long-term maintenance plan
- ___ Matching share form and letters of commitment
- ___ Supporting documentation (W-9 and board minutes **OR** 501(c)(3) charter)
- ___ Signed letters of support
- ___ Signed statement of understanding
- ___ Signed title and insurance certification

Submit the original application in a three-ring binder without transparent slips. Staple or clip each copy in the upper left hand corner. Do not place the copies in three-ring binders or have them bound.

All seven sets of the application must be with the Historic Preservation Division of MDAH, located in the Charlotte Capers Archives and History Building, by 5 p.m. on September 29, 2023.

Applicants are encouraged to submit early and make an additional copy of all documents for their records.

Mail to:

CHPG – Round 17
Historic Preservation Division
MS Dept. of Archives and History
P. O. Box 571
Jackson, MS 39205-0571

Deliver to:

CHPG – Round 17
Historic Preservation Division
1st Floor
Charlotte Capers Building
MS Dept. of Archives and History
100 South State Street
Jackson, MS 39201

PROJECT NARRATIVE

Attach continuation sheets if needed.

1. Historic significance of property:

Elizabeth Cottage one of six historic buildings still in existence on the Whitworth College Campus was built in 1913 during the administration of President Inman Williams Cooper. The building was named after Dr. Cooper's wife, Elizabeth Wadsworth and served as the president's home until approximately 1923. The original house was a five-bay, two-story, clapboard block with a three-bay, one story porch and balustrade. Additions have been made to the rear and a curvilinear, Colonial-Revival porch replaced the original porch after 1950. After the president's home moved to Belle Rosen on Cherokee Street, Elizabeth Cottage served as a model home for the Home Economics Department. The interior retains most of its original layout and much of its original millwork and finishes. The building is located in the center of campus, bordered by Enochs Hall on the north and the Y-Hut on the south. The main classroom building, Johnson Institute, stands to the east. Just behind Elizabeth Cottage on the western portion of the campus is the new Student Life Center. Since the location of Elizabeth Cottage puts it at the heart of school activities, appropriate preservation is critical. (see enclosed campus map of the master plan architectural model.)

2. Detailed description of project:

Immediate stabilization and conservation efforts are critical in order to preserve this historic property and inhibit further deterioration. This is proposed in two phases: Phase One would include stabilization and restoration of the exterior decking and correction to the chimney caps causing moisture in the house; Phase Two includes the interior repairs of damage done from exterior issues and deterioration. As documented in the photographs provided, water damage exists in multiple locations caused by a leaking gutters, poorly repaired siding without backing, and failing windows. The back deck has collapsed and the downstairs walls are cracking due to moisture getting into the walls from the gutters and siding. Window frames have separated in places and some have loosened panes. Exterior wood siding and overhangs are damaged, many needing replacement. Gutters have sections that are holding water causing damage to the exterior walls. The second floor porch is rotten despite several attempts to stop the water. The interior requires repairs and possible mold remediation after the exterior is stabilization and repairs to the exterior takes place.

Immediate preservation needs are repairing and rebuilding masonry piers and perimeter foundation walls; providing new gutters and downspouts; repairing damage to existing windows and exterior doors; removing existing deteriorated wood siding and providing new siding to restore to the original type/configuration; and painting the exterior.

Immediate restoration efforts include removing the damaged second floor porch, rear porch; repairing damaged wood trim at fascia; and removing deteriorated wood; and rebuilding as necessary to accommodate programmatic needs.

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM—ROUND 17

3. Is the property endangered? Yes: No:

4. If yes, how is the property endangered?

Currently, moisture is deteriorating the building rapidly. Mildew and mold is growing inside the building. Previous renovations are failing and without this project, the building will become uninhabitable again. Currently, no one can stay on the second floor due to mechanical issues with HVAC and mildew/mold growing in the walls. There is limited use on the first floor for the same reasons. In short order, the building will not be useable.

5. Explain how the project will meet the preservation NEEDS of the property:

The preservation and restoration of Elizabeth Cottage will save a community and state landmark. With this project completed, the building will be given the chance to survive through weather and time. The project will directly result in preservation of the Elizabeth Cottage, and will specifically create a secure, safe, and structurally sound building that will add to the historical value of the total campus through the replacement and/or repair of overhangs, gutters, windows, siding, and porches.



6. Explain how the property will meet the Secretary of the Interior's Standards of Rehabilitation:

The MSA property is part of the historic campus of Whitworth College and is under the supervision of the Bureau of Buildings and Grounds through the MS Department of Finance and Administration. As a result, all building renovations on the historic part of the campus at MSA must meet the Secretary of Interior's Standards of Rehabilitation. There is a 20 year history of meeting these guidelines.

The architect and the project coordinator has education and experience in historic renovation projects to provide adequate oversight to the project.

7. How will the property be used in the future? Will it require substantial changes to the property?

No changes need to be made to the property for the project goals to be met. The property serves the campus through public events, receptions, meetings, housing guest artists, and as an archival location for the Whitworth College and Mississippi School of the Arts.

8. Public benefit of project:

The project goals are to save Elizabeth Cottage and restore the exterior in order to create community, administrative and educational environments that will:

Provide exhibition space to document the history of Whitworth College and display historical artifacts thereby serving an educational function for the community at large;

Provide a meeting space for campus and community events;

Provide accommodations for student teachers and/or guest artists, visiting dignitaries or other overnight needs for programmatic growth of the school.

PROJECT BUDGET BREAKDOWN

1. Work Plan: specify costs for all aspects of the project such as door and window repair, masonry repair, interior finishes, exhibit design costs, exhibit construction, etc. Attach additional sheets to this page if needed. Items not included in the application are not eligible for funding.

Expenses

MDAH Grant - \$360,000
 Grant Match - \$364,460
 Total Project Budget \$728,460

2. Total Project Cost (grant amount requested + matching share)	\$	<u>\$ 728,460.00</u>	(100%)
Grant Amount Requested (no more than 80% of total project)	\$	<u>\$ 364,000.00</u>	(%)
Matching Share (a minimum of 20% of total project)	\$	<u>\$ 364,460.00</u>	(%)

Example of 20% Matching Share:

Request: \$80,000 + Match: \$20,000 = Total Project: \$100,000 (20% Match)

Example of <20% Matching Share:

Request: \$100,000 + Match: \$20,000 = Total Project: \$120,000 (17% Match)

3. How were estimated project costs determined?

Nathan Boggan, the Bureau of Buildings and Grounds as well as a mechanical engineer were tasked with evaluating estimated costs on the project. All professionals agreed the costs were close to actual expenses that can be expected for the project. The budget was submitted to the Bureau of Buildings and Grounds for review and execution of the project.

4. Indicate whether partial funding and/or partial completion of the project would allow for a successful result. Prioritize the proposed work, indicating what is critical. Show the sequence in which work must be completed, if relevant. Applicants who do not include partial options may be in jeopardy of not receiving funding. Attach additional sheets to this page if needed.

In the event of partial funding, MSA will make best efforts to raise funds needed to complete the project as proposed. Partial funding would at a minimum allow MSA to close the current gap in secured funding for the project. If additional funding is not secured within the grant cycle, the priorities of the project are as follows:

1. New decking/gutters/downspouts to insure protection of the interior and removal of unsafe materials due to safety.
2. Restore double hung windows to prevent weather condition's impact on the interior structure.
3. Repair and replace masonry foundation to stabilize the exterior areas.
4. Interior repairs will be done individually as funding becomes available.

Contractor's OH&P, Contingency and A/E Fees are requested for any partial funding of work.

MATCHING SHARE

Donor:	<u>Mississippi School of the Arts - Bureau of Buildings</u>	
Source:	<u>Funds saved from prior projects.</u>	
Total Cash Amt:		\$ <u>\$ 364,460.00</u>
Donor:	<u></u>	
Source:	<u></u>	
Total Cash Amt:		\$ <u></u>
Donor:	<u></u>	
Source:	<u></u>	
Total Cash Amt:		\$ <u></u>
Donor:	<u></u>	
Source:	<u></u>	
Total Cash Amt:		\$ <u></u>
Donor:	<u></u>	
Source:	<u></u>	
Total Cash Amt:		\$ <u></u>
Total Match (must equal matching funds on Item 5 of the application):		\$ <u>\$ 364,460.00</u>

CERTIFICATION OF MATCHING SHARE

I certify that the matching share funds identified above are available, and that they will be allocated only to the Community Heritage Preservation Grant project described in this application and titled:

Elizabeth Cottage Restoration

Project Title

Suzanne Hirsch, Executive Director

Name and Title of Authorized Representative

Signature

Date

Applicants are strongly encouraged to submit appropriate documentation of the matching share (copies of bank statements, etc.) to this page. Please note that applications without documentation may not receive full credit for the matching share.

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM—ROUND 17

Photograph Log
Attach the Photo Key Plan
(see instructions on pg. 13)

Photographer: Cristi Wolfe Date 9/25/2023
Property: Elizabeth Cottage - Mississippi School of the Arts
Address: 308 West Cherokee Street, Brookhaven, MS

Photo Description

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

STATEMENT OF UNDERSTANDING

With respect to grants received from MDAH, applicants indicate by their signatures they have read, understand, and agree to this Statement of Understanding. Failure to comply will result in cancellation.

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Community Heritage Preservation Grant Program administered by MDAH.
2. Individuals submitting this grant request on behalf of applicants have the necessary authority to request consideration of this project by MDAH.
3. This is a matching grant program in which only a portion of the total project cost can be supplied by the grant funds; matching share will be supplied by applicants in the form of cash. In-kind matches will not be considered or credited to applicants. Projects with a cash match larger than 20% will score higher; however, any amount offered as a match must be guaranteed. **There will be no amendments to lower the match percentage amount.**
4. No work covered in this application is to begin until applicants have been notified in writing that funds have been awarded and have accepted in writing the terms and conditions of the grant. No work is to begin until the work has been approved by the Permit Committee and applicants have received an official **Mississippi Landmark Permit**.
5. If a grant is received, a 25-year preservation and maintenance covenant must be submitted to MDAH in which the grantee agrees to maintain the property and not abandon it. Covenants are transferable.
6. If a grant is received, all obligations for material work are to be paid by the grantee, who will then receive reimbursement from the Department of Finance and Administration, based on prior agreement and approval by MDAH.
7. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements, and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap, and equal employment opportunity and labor laws.
8. Projects shall be carried out pursuant to the relevant treatment in The Secretary of the Interior's *Standards for the Treatment of Historic Properties* as outlined in Appendix B and the *International Existing Building Code 2012*.
9. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.

COMMUNITY HERITAGE PRESERVATION GRANT PROGRAM—ROUND 17

11. All costs charged to the grant project will be in payment of approved budget items.
12. Cost and/or work items not included in the application are not eligible for funding.
13. Adequate resources will be available for the completion of the proposed project and the continued operation of the site.
14. An adequate financial management system (and audit procedure when deemed applicable) will be maintained to provide control of all property, funds, and assets during the grant period.
15. The project, if funded, will be carried out in accordance with the guidelines set forth by the Historic Preservation Division of MDAH and will be completed within the allotted time. **Projects will not be extended.** Additionally, there are benchmarks that must be met during the grant period in order to keep a project on schedule. Failure to meet the benchmarks could lead to the cancellation of a project.
16. Applicants will cooperate with the staff of MDAH in meeting all the above requirements.
17. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by MDAH as a result of this application.
18. **Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.**

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature appear below and who is/are authorized to sign this assurance on behalf of the applicant.

Mississippi School of the Arts

9/25/2023

Applicant

Date

Suzanne Hirsch, Executive Director

Name and Title of Authorized Representative

Signature

TITLE AND INSURANCE CERTIFICATION

State funds cannot be invested in projects without assurance that the grantee possesses clear and unencumbered title to the property involved in the proposed project, and has the property adequately insured to protect the state's investment.

I certify that the property involved is owned and sufficiently insured by the applicant identified below, and that the building will be used for the Community Heritage Preservation Grant project described in this application and titled:

Elizabeth Cottage - Mississippi School of the Arts

Project Title

Mississippi School of the Arts

Applicant

Suzanne Hirsch, Executive Director

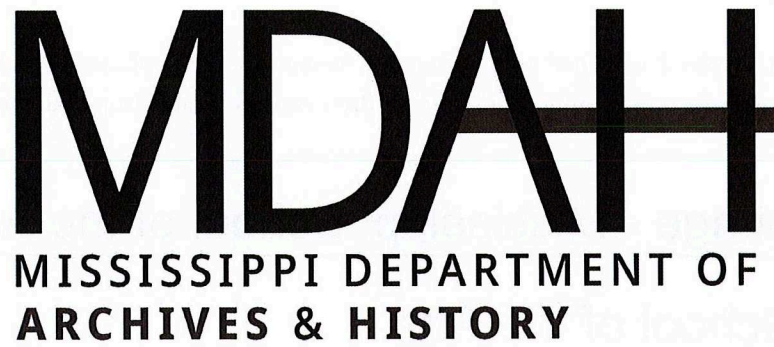
Name and Title of Authorized Representative

9/25/2023

Signature

Date

Applicants must submit appropriate documentation of ownership and title (copies of deeds, certificates of title, insurance policies, etc.) with this form. Please note that applications without documentation may not be considered for grant awards.



Part VI: Appendices

APPENDIX A

Glossary of Grant Descriptions

Certified Local Government – A county or municipality that has established its own historic preservation commission and program that meet federal and state standards, and has obtained certification of such action from MDAH and the National Park Service.

Conservation – Action taken to minimize deterioration so that artifacts and objects may be preserved for the future.

Documentation – Historical research and/or photographic evidence that documents the historical significance of an era, event, or historical personage.

Exhibit Design – Sketches, plans, mock-ups, etc. necessary to construct and install interpretive exhibits.

Historic Property – Buildings, sites, structures, or monuments of historical significance, defined by MDAH.

History Museum – An institution that collects, preserves, exhibits, and interprets a collection of tangible objects of historical significance. A museum facility allocates sufficient space to collections care and storage spaces, as well as exhibit space, and is open to the public.

House Museum – A historic structure authentically furnished with objects of a particular period used to interpret accurately a particular lifestyle, culture, or person.

Interpretation – Historical exhibit design, interpretive or commemorative marker, or monument, publication, program, or other instructional techniques that present and interpret history from broad cultural and ethnic perspectives.

Investigation – A systematic examination and documentation of information concerning historic buildings, sites, and/or events. Research and analysis will vary, depending upon the specific objectives and the type of property or event under examination, but will usually take the form of a historic structure report, an archaeological excavation and report, or research for monuments, statues, historical markers, or exhibits.

Preservation – The process of applying measures to sustain the existing form, integrity, and material of a building, structure, site, or artifact. Preservation may include initial stabilization/conservation work, as well as ongoing maintenance (which is the continuing responsibility of the project applicant).

Rehabilitation – Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural, and/or cultural values.

Renovation – Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural, and/or cultural values.

Repair – Returning sound condition to a historic property by replacing damaged building components with new components of appropriate design, material, and craftsmanship.

Restoration – Accurately recovering the form and details of a historic property and its setting as it appeared at a particular period of time by removing later work/material or by replacing missing earlier work/material.

Site – The setting of an event of archaeological or historical significance. It can refer to areas that are notable because of their association with a particular era, event, occurrence, or historical personage.

APPENDIX B

The Secretary of the Interior's *Standards of Rehabilitation*

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. Removing distinctive materials or altering features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a record of its time, place, and use. Changes creating a false sense of development, such as adding conjectural features or elements from other properties, will not be undertaken.
4. Changes that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where severe deterioration requires replacement of a distinctive feature, design, color, texture and, where possible, materials will be matched. Replacing missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken so that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX C

Professional Qualifications – 36 CFR Part 61

A year of full-time experience need not consist of a continuous year of full-time work, but may be discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History. Minimum qualifications are a graduate degree in history or a closely related field; **or** a bachelor's degree in history or a closely related field **plus**:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge through research and publication.

B. Archaeology. Minimum qualifications are a graduate degree in archaeology, anthropology, or a closely related field, **plus**:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management; **and**
2. At least four months of supervised field and analytic experience in general North American archaeology; **and**
3. Demonstrated ability to carry research to completion.

In addition, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of prehistoric archaeological resources. A professional in historic archaeology shall have at least one year of full-time professional experience at the supervisory level in the study of archaeological resources of the historic period.

C. Architectural History. Minimum qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history with a concentration in American architecture; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field **plus**:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; **or**
2. Substantial contribution to the body of scholarly knowledge in the field of American architectural history through research and publication.

D. Architecture. Minimum qualifications are a professional degree in architecture **plus**:

1. At least two years of full-time professional experience in architecture; **or**
2. A State of Mississippi license to practice.

E. Historical Architecture. Minimum qualifications are a professional degree in architecture; **or** a State of Mississippi license to practice **plus**:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field, **and** at least one year of full-time professional experience on preservation and restoration projects; **or**
2. At least two years of full-time professional experience on preservation and restoration projects. Experience shall include detailed investigation of historic structures, preparation of historic structures reports, and preparation of plans and specifications for preservation projects.

APPENDIX D

Advice for Completing Community Heritage Preservation Grant Applications

MDAH staff has prepared the following advice to cover the parts of grant proposals that are most often found to be incomplete or inadequate. The Community Heritage Preservation Grant Program is competitive, and by following this advice your proposal will be more effective. There is no guarantee a project will be funded, but a well-developed proposal has a better chance.

Dos and Don'ts in Preparing Grant Proposals:

- Do** Consult Historic Preservation Division staff with questions about completing the application.
 - Do** Assemble the copies of the proposal carefully following the order given in the Application Checklist. Applications are often incorrect or out of order. It is much easier to find a specific part of any application when they are all assembled in the same manner. This ensures that the proposal can be reviewed in its entirety.
 - Do** Give your proposal to someone else to read before submitting, preferably someone not connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework it, if necessary.
 - Do** Submit your application early, if possible. If parts are missing or incomplete you will have time to make necessary corrections before the final deadline.
 - Do** Ask for letters of support from local people, organizations, and political representatives early. This allows the letter to be submitted with the application. Letters received after the final deadline will not be considered.
 - Do** Read the instructions thoroughly to make sure you have completed the application correctly.
-
- Don't** Wait until the last minute to begin preparing your application. Supporting documentation is extremely important and may take several weeks to pull together. Proposals written at the last minute often lack necessary details and documentation, and generally do not score well because of it. Remember, this is an extremely competitive program—take time to put together a quality application.
 - Don't** Submit your application spiral bound with a wire or plastic comb, or tape bound, or with the pages inserted in plastic sleeves. In case the staff needs to copy or reorganize the application, these bindings and covers make it difficult to take apart and reassemble to application.

Only the original application is submitted in a three-ring binder. Additional copies are not submitted in this manner as they take up too much file space. The score given to each application is directly derived from the content and not the appearance of the grant proposal.
 - Don't** Tape, staple, or attach prints of digital images to pages.

APPENDIX E

Four Easy Ways to Help Your Proposal Score More Points:

1. **Include a thorough and detailed project description.** This project description should cover every item or task to be completed under the grant-assisted project. If the proposed grant project is a part, component, or phase of a larger project, briefly describe the overall project and how the proposed grant fits into the big picture. Then describe the proposed grant project in detail. List and describe each result of the grant project and discuss any potential spin-off benefits of the project. A thorough and detailed project description generally should not exceed three typewritten pages.
2. **Include a detailed and documented project budget.** The budget should be broken down in detail. Be sure to include all project costs in the budget. Whenever possible, include written estimates from consultants or contractors for the goods and services to be used in the proposed project. This kind of documentation proves that the budget is reasonable and accurate.
3. **Include documentation to support the applicant's matching share.** Obtaining copies of bank statements, written pledges or commitments, or other financial documentation may take several days or even weeks, so allow enough time to accomplish this task prior to the application submission deadline.
4. **Turn in the application in the correct order.** By carefully following the grant application instructions and the advice given above, a grant application should be able to avoid the most common pitfalls of preparing a grant proposal. A quality proposal is the sum of many quality parts. One or two weak parts of the proposal may mean the difference between the proposal being funded and not being funded. If you have any questions, contact Divya Pai at 601-576-6535 or email at chpg@mdah.ms.gov.